



**Steven L. Beshear**  
Governor

**OFFICE OF THE GOVERNOR  
DEPARTMENT FOR LOCAL GOVERNMENT**

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**Tony Wilder**  
Commissioner

August 19, 2010

Secretary Nikki R. Jackson

Personnel Cabinet

501 High Street

Frankfort, KY 40601

RE: Supplemental Furlough Plan for the Department for Local Government (DLG) and Kentucky Infrastructure Authority (KIA)

Dear Secretary Jackson:

Please find enclosed, per 101 KAR 5:015E, the Department for Local Government (DLG) and Kentucky Infrastructure Authority (KIA) supplemental furlough plan for fiscal year 2010-2011. You previously approved the agency's furlough plan for the September 3, 2010, shut-down date, and DLG and KIA respectfully request that you review and approve the enclosed supplemental plan which addresses the remaining furlough dates for fiscal year 2011.

Enclosed within these documents are the following:

- The designation of any additional individuals responsible for the oversight and administration of these furloughs with enclosed designation forms that were not previously approved in the September 3, 2010 plan
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E

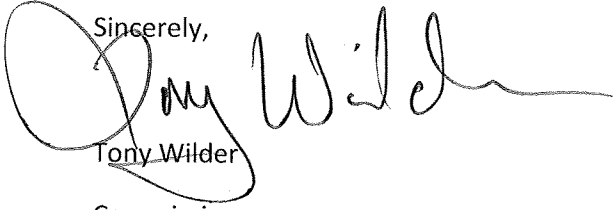


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- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, the lead contact for the Department for Local Government and KIA proposed furlough plan is Joy Kiser at 502-573-2382.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Wilder". The signature is fluid and cursive, with a large loop at the beginning and a long horizontal stroke at the end.

Tony Wilder

Commissioner

Department for Local Government

Enclosures

**DEPARTMENT FOR LOCAL GOVERNMENT AND KY INFRASTRUCTURE AUTHORITY PLAN**

**II. APPLICATION OF FURLOUGH DATES**

**Two (2) Mandated Shut-down Days**

**November 12, 2010; May 27, 2011**

Department for Local Government and KIA complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

\* \* \* \* \*

**Three (3) Non-Designated Months**  
**First Pay Periods in October 2010, March 2011, and April 2011**

Part 1: On the three (3) non-designated months, the Department for Local Government/KIA Agency Plan includes the furlough of all employees during the first pay periods of the required months.

Part 2: The Department for Local Government/KIA Agency Plan addresses the manner in which the assignment of employee furlough hours/days will be made as outlined in the chart below.

	# of Employees	Pay Period Dates per month	Employees request specific furlough days, assign furlough days or a combination of both?
Office of the Commissioner	7	First pay period of each non designated month	assigned
Office of Financial Mgmt & Adm.	16	First pay period of each non designated month	assigned
Office of Legal Services	3	First pay period of each non designated month	assigned
Office of State Grants	12	First pay period of each non designated month	assigned
Office of Federal Grants	15	First pay period of each non designated month	assigned
Office of Field Services	14	First pay period of each non designated month	assigned
KIA	14	First pay period of each non designated month	assigned

### **III. CONTRACT WORKERS**

The Department for Local Government Plan has one employee on staff that is a contract worker who will be subject to a reduction of hours associated with the furlough plan and shall have their hours reduced in the same manner as state employees. The contract worker is not getting additional hours or additional duties due to the furlough of state workers.

#### IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

*TW*

(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

*TW*

(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

*TW*

(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

*TW*

(INITIALS)



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Tony Wilder  
Commissioner

DATE

Employee Name  
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on \_\_\_\_\_. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Joy Kiser.

Sincerely,

Tony Wilder  
Commissioner, Department for Local Government

CC: Personnel File

Approved  
*Tony Wilder*



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